

INTERNSHIP HANDBOOK

Updated: March 12, 2016

EXS 496 INTERNSHIP REGISTRATION CHECK-LIST

PLEASE READ THE INTERNSHIP HANDBOOK FOR DETAILED INSTRUCTIONS REGARDING EACH OF THE STEPS BELOW. FOLLOW THE STEPS BELOW IN ORDER!

- Begin the process of searching for an internship site a minimum of three (3) months prior to the beginning of the semester of enrollment. An Excel spreadsheet with a list of approved internship sites is provided on the EXS webpage. <http://www.wku.edu/exs/practintern.php> If you choose a site not on this list please email the faculty supervisor (mark.schafer@wku.edu) for approval.
- Purchase liability insurance and obtain CPR certification. The insurance must be valid throughout the internship hours. Your CPR certification must be valid throughout your internship and throughout the Exercise Science program. Failure to maintain current CPR/AED certification could result in a failing grade for the course. Details are located in the Handbook.
- Once you have confirmed your internship site, you must submit your **proof of CPR certification**, and **proof of liability insurance** by emailing these documents to es.intern@wku.edu Please scan and attach the documents to the email. **NO HARDCOPIES WILL BE ACCEPTED!** Multiple submissions of the material will not be accepted. You must use the exact email format below.

Subject line of e-mail: (your first and last name) (800#) (Term and Year in which you plan to enroll)

I have attached a copy of my resume, current CPR certification, and my Liability insurance to be able to enroll in EXS 496 for the (Fall/Spring/Summer) of (yr). I understand that it is my responsibility to maintain a current CPR/AED certification and it is my responsibility to have Liability Insurance that is required for the course that will cover me for my entire Internship.

*I will be performing my hours at (**name of facility**) starting (**date**) and will be able to complete . My supervisor's name is _____ and his/her email address is _____ and phone # _____.*

IMPORTANT DUE DATE: YOU MUST SEND THIS EMAIL WITH THE REQUIRED CPR, LIABILITY INSURANCE, INTERNSHIP SITE AND YOUR FACILITY SUPERVISOR CONTACT INFORMATION BY THE FRIDAY BEFORE FINALS WEEK!

- Once you have submitted the required documentation via e-mail, you may register for the course via Topnet. It is not necessary to have a restriction removed for this course. Just register for EXS 496: Internship in Exercise Science when it is your turn to register.
 - For the semester in which you are enrolled in EXS 496, you will be notified when the Blackboard site is available. You can start your hours the first week of class, just make sure you have FORM 1 submitted on Blackboard before the end of the first week.

IMPORTANT: FAILURE TO UPLOAD THESE FORMS BY THE END OF THE FIRST WEEK OF THE SEMESTER MAY RESULT IN YOU BEING DROPPED FROM THE COURSE!

DUE TO LEGAL AND LIABILITY REASONS, IT IS WKU POLICY NOT TO ALLOW INTERNSHIPS TO BEGIN PRIOR TO THE SEMESTER OF ENROLLMENT. PLEASE DO NOT REQUEST TO BEGIN YOUR INTERNSHIP EARLY. THIS WILL NOT BE PERMITTED UNDER ANY CIRCUMSTANCES.

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INTRODUCTION

As a part of the Exercise Science curriculum, you will complete EXS 296 (Practicum) and EXS 496 (Internship). These are required to give you practical experience in various job settings related to the field of Exercise Science. These experiences will allow you to develop and enhance skills required in settings in which you are interested. Also, you should view the practicum/internship experience as the opportunity to determine if the experience at the specific site might represent a desirable career route.

EXS 296 is a 3 credit-hour course, which requires you to complete 150 contact hours at the site where you are working. You need to complete EXS 296 before your junior year.

EXS 496 should be taken your final semester, or at least after you have taken EXS 296 and EXS 412. EXS 496 is a 6 credit-hour course that requires you to complete 300 contact hours at a site selected after consultation with your advisor. EXS 496 is a culminating practical experience you will have before you graduate. You may do your internship at the facility where you completed your Internship experience, or you may choose an entirely new site. Your faculty advisor and/or Faculty supervisor will make the final decision as to the most appropriate site for you.

The term, "Internship," refers to a supervised short-term full-time educational work experience with an approved agency, organization, or institution. An Internship allows a student to develop professionally through a work experience under the guidance of leaders in a field.

In addition, the Internship site is an extension of the curriculum, and the Internship experience affords the student an opportunity to apply his/her theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training, which will better enable him/her to perform with a higher level of skill and confidence. The learning outcomes (LO) for your internship are:

- LO1: Demonstrate in-depth knowledge and understanding of the theories related to Exercise Science; use this to then construct well-rounded, safe and effective programming
- LO2: Demonstrate professional skills through the practical experience of conducting fitness assessments, running computer analysis of data, teaching, and conducting fitness/wellness labs, etc.
- LO3: Utilize your abilities in critical thinking, and in written and oral communication
- LO4: Cultivate intellectual self-reliance

INTERNSHIP ELIGIBILITY REQUIREMENTS

All undergraduate Exercise Science majors must meet the following requirements to be eligible for EXS 496 Internship:

- 1) In final semester of your program OR at least successful completion of EXS 296 and EXS 412
AND
- 2) Have a 2.5 GPA overall AND
- 3) Have **CURRENT CPR Certification from American Heart Association or American Red Cross
- 4) Have professional liability insurance

EXS 496 INTERNSHIP REGISTRATION CHECK-LIST

- 1) Begin the process of searching for an internship site a minimum of three (3) months prior to the beginning of the semester of enrollment. An Excel spreadsheet with a list of approved internship sites is provided on the EXS webpage. <http://www.wku.edu/exs/practintern.php> If you choose a site not on this list please email the faculty supervisor (mark.schafer@wku.edu) for approval.
- 2) Purchase liability insurance and obtain CPR certification. The insurance must be valid throughout the internship hours. Your CPR certification must be valid throughout your internship and throughout the Exercise Science program. Failure to maintain current CPR/AED certification could result in a failing grade for the course. The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the Internship. The directions for obtaining insurance for EXS 496 are:
 - a) To obtain this insurance, go to www.hpsso.com and click "Apply Now" at the top of the page. The click "Professional Liability Insurance Quick Quote." For question #1 enter the appropriate information; for question #2 enter "Exercise Physiologist"; for question #3 enter "No"; and for question #4 enter "Student." Click continue, and on the next page click "Online Application." (Applying on-line is much quicker than applying through the regular mail.)
 - b) The rest of the form is self-explanatory. The insurance will cost approximately \$35 - \$45 and it is good for 12 months.
 - c) Towards the end of the form, you will see an option that says "Sign me up for HPSO e-Billing." Under that, click YES. That will allow HPSO to email you the copy of your insurance confirmation once it is processed (see example). Under that, where it says "Would you like to receive confirmation by fax?" click NO.
 - d) After that, you will see where to enter your credit card information.

You are responsible for ensuring that you have the correct policy and that your policy will be active during the time you are performing your internship hours.



Example certificate.

HEALTHCARE PROVIDERS SERVICE ORGANIZATION PURCHASING GROUP

Certificate of Insurance OCCURENCE POLICY FORM

Print Date: 8/20/2014



Producer Branch Prefix

[Redacted]

Policy Number

[Redacted]

Policy Period

from [Redacted] at 12:01 AM Standard Time

Named Insured and Address:

[Redacted]

Program Administered by: Healthcare Providers Service Organization 159 E. County Line Road Hatboro, PA 19040-1218 1-800-982-9491 www.hpso.com

Medical Specialty: Exercise Physiologist Student

Code: 00000

Insurance is provided by: American Casualty Company of Reading, Pennsylvania 333 S. Wabash Avenue, Chicago, IL 60604

Professional Liability \$1,000,000 each claim \$3,000,000 aggregate

Your professional liability limits shown above include the following: * Good Samaritan Liability * Malplacement Liability * Personal Injury Liability * Sexual Misconduct Included in the PL limit shown above subject to \$25,000 aggregate sublimit

Coverage Extensions

Table with 5 columns: Extension Name, Amount, Unit, Amount, Aggregate. Includes Defendant Expense Benefit, Deposition Representation, Assault, First Aid, etc.

Total: \$ 36.33

Base Premium \$ 35.00 Surcharge \$.63 Local Tax \$.70

Policy Forms & Endorsements(Please see attached list for a general description of many common policy forms and endorsements.)

G-121500-D G-121501-C GSL15563 GSL15564 GSL15565 GSL17101
GSL13424 G-123846-C16 GSL-6720

Handwritten signatures of Thomas F. Motamed and Secretary

Chairman of the Board

Secretary

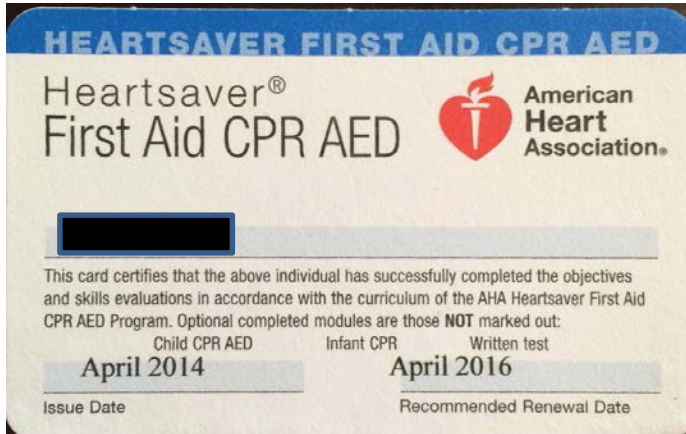
Keep this document in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance. Master Policy # 188711433 Endorsement Change Date:

G-141241-B (03/2010)

Coverage Change Date:

Endorsement Change Date:

You must have your current CPR certification and keep your certification current throughout your internship and throughout the Exercise Science program. Safety certification is recommended, but not required. American Heart Association or American Red Cross certifications are acceptable. Failure to maintain current CPR/AED certification could result in a failing grade for the course. CPR/AED certifications are offered on campus. For more information click [here](#).



- 3) Once you have confirmed your internship site, you must submit your **proof of CPR certification**, and **proof of liability insurance** by emailing these documents to es.intern@wku.edu. Please scan and attach the documents to the email. **NO HARDCOPIES WILL BE ACCEPTED!** Multiple submissions of the material will not be accepted. You must use the exact email format below.

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*I will be performing my hours at (**name of facility**) starting (**date**) and will be able to complete. My supervisor's name is _____ and his/her email address is _____ and phone # _____.*

IMPORTANT DUE DATE: YOU MUST SEND THIS EMAIL WITH THE REQUIRED CPR, LIABILITY INSURANCE, INTERNSHIP SITE AND YOUR FACILITY SUPERVISOR CONTACT INFORMATION BY THE FRIDAY BEFORE FINALS WEEK!

- 5) Once you have submitted the required documentation via e-mail, you may register for the course via Topnet. It is not necessary to have a restriction removed for this course. Just register for EXS 496: Internship in Exercise Science when it is your turn to register.
- 6) For the semester in which you are enrolled in EXS 496, you will be notified when the Blackboard site is available. You will then log onto the Blackboard course site and upload INTERN/AGENCY/SUPERVISOR CONTRACT and INTERNSHIP GOALS AND PLAN with the required signatures prior to the end of the first week of the semester. You can start your hours

the first week of class, just make sure you have the forms submitted on Blackboard before the end of the first week.

- 7) **DUE TO LEGAL AND LIABILITY REASONS, IT IS WKU POLICY NOT TO ALLOW INTERNSHIPS TO BEGIN PRIOR TO THE SEMESTER OF ENROLLMENT. PLEASE DO NOT REQUEST TO BEGIN YOUR INTERNSHIP EARLY. THIS WILL NOT BE PERMITTED UNDER ANY CIRCUMSTANCES.**

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Dr. Mark Schafer
Faculty supervisor
mark.schafer@wku.edu

GENERAL INTERNSHIP POLICIES

- 1) Students are strongly encouraged to find an internship with an agency where they have not previously held employment. If a student pursues an internship with a current/former employer, a letter stating the rationale for seeking such a position should be composed by the student and be submitted to the Faculty supervisor for approval by all the Exercise Science faculty members. The student may have to attend a faculty meeting to support their choice of internship placement. The job duties of the Internship Student must be significantly different from those offered previously if the Internship experience is to be concurrent with the student's present site of employment or is at a former site of employment.
- 2) Internship Students will register for and pay appropriate tuition fees for the semester(s) of Internship.
- 3) The Internship Student may be covered by the Agency's liability insurance. In addition, students **must** secure coverage through other sources such as professional associations. The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the Internship. If you are employed at the facility where you are doing your internship, you DO NOT need to obtain liability insurance. However, the facility must provide a signed letter stating you are covered by the facility's insurance. The directions for obtaining insurance for EXS 296 and EXS 496 follow.
 - e) To obtain this insurance, go to www.hpso.com and click "Apply Now" at the top of the page. The click "Professional Liability Insurance Quick Quote." For question #1 enter the appropriate information; for question #2 enter "Exercise Physiologist"; for question #3 enter "No"; and for question #4 enter "Student." Click continue, and on the next page click "Online Application." (Applying on-line is much quicker than applying through the regular mail.)
 - f) The rest of the form is self-explanatory. The insurance will cost approximately \$35 - \$45 and it is good for 12 months.
 - g) Towards the end of the form, you will see an option that says "Sign me up for HPSO e-Billing." Under that, click YES. That will allow HPSO to email you the copy of your insurance confirmation once it is processed. Under that, where it says "Would you like to receive confirmation by fax?" click NO.
 - h) After that, you will see where to enter your credit card information.
 - i) Once you receive your official certificate of liability insurance via email from HPSO, upload it IMMEDIATELY to the Blackboard organization, "Exercise Science Internship". You should already be enrolled in this organization.
- 4) Internship Students shall be subject to the work schedule of the supervising agency (shift worked, days off, and holidays).
- 5) In case of extended illness or emergency that affects attendance during the internship assignment, the student shall notify the faculty supervisor and the agency supervisor as soon as possible.
- 6) Agencies will supply necessary program supplies and equipment for activity programs conducted by the internship student. Students must comply with agency policies regarding acquisition of program supplies or equipment.
- 7) The Internship Student is expected to bear all expenses incidental to living in the area of the Internship and to work out his/her own satisfactory housing arrangements. It is recommended that

the Internship Student visit the area of placement in advance and arrange living facilities. Agency personnel may frequently be able to assist the Internship Student in locating housing possibilities. Internship students are expected to pay for their own transportation, and related costs, unless special arrangements are made with the agency supervisor regarding such expenses.

- 8) Failing to meet the qualifications set forth in this handbook may result in the termination of the internship experience. An independent decision by the student to terminate the internship without approval of the Faculty supervisor may result in a failing grade,
- 9) You are required to wear an official WKU Exercise Science Polo shirt, with new logo) for your internship UNLESS Agency Supervisor requires another form of uniform. If this is the case the site supervisor must personally email me to let me know. Here are the steps for you to purchase a shirt.

1. Go to Bluecotton on 31W Bypass.

2. You have the options of either buying your own shirt or having the logo put on it OR you can purchase the shirt with the UNDERGRADUATE EXERCISE SCIENCE logo at Bluecotton. ASK FOR THE UNDERGRADUATE EXERCISE SCIENCE LOGO!

3. If you buy your own shirt and have the logo put on, there are specific criteria for the type of shirt. These criteria are: black polo shirt, no other lettering/symbols on front or back of shirt other than UNDERGRADUATE Exercise Science logo, no holes. It will cost \$5.50 to have the logo put on your shirt.

4. You can buy a shirt with UNDERGRADUATE EXERCISE SCIENCE logo for around \$26.00 + tax. The shirts are very nice!

These can be purchased at Bluecotton for \$26 OR you can buy your own black polo and have the UNDERGRADUATE Exercise Science logo put on for \$5.50. Do not order the Master's program logo. These shirts are REQUIRED for your internship experience so you will have to purchase one eventually. Comfortable shoes are fine---no flip flops or sandals. (costs as of 10/9/2013)

Check out the shirts here <https://www.bluecotton.com/proof/proof14647-EX.jpg> close up-
<http://www.bluecotton.com/proofs13/Aug/116710wkuexerciscieUNDERGRADPROOF.jpg>

Here is a sizing chart <http://shop.russellathletic.com/info/sizeGuide>

GRADING POLICY

The Agency Supervisor will provide all required evaluations of the Internship Student via online surveys. These ratings will be taken into consideration when determining the final grade for the Internship Student. The Faculty supervisor will determine the final internship grade. Students must submit all items **VIA BLACKBOARD** to the Faculty supervisor prior to receiving a passing grade.

The following list indicates the items and relative weight of each item:

<u>ITEM</u>	<u>PERCENT OF GRADE</u>
1) Form 1	5%
2) Student Final Performance Appraisal	45%
3) Blackboard Internship Portfolio	50%

RESPONSIBILITIES AND EXPECTATIONS

INTERNSHIP STUDENT

- a. To conform with the policies set forth in this manual and those pertaining to the agency staff.
- b. To plan thoroughly and in advance for all assignments.
- c. To do the best possible job in carrying out all assignments.
- d. To submit all documentation to the Faculty supervisor in a timely fashion.
- e. To prepare for periodic Agency Supervisor/Internship Student conferences.
- f. To be well groomed and appropriately dressed.
- g. To notify the Agency Supervisor well in advance in cases of absence from work.
- h. To be prompt, tactful, friendly, courteous, and respectful to all.
- i. To consult the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve by himself/herself.
- j. To complete assignments and responsibilities as outlined in the "Internship Student/Agency/University Contract".
- k. To represent the University in a professional manner at all times.

AGENCY SUPERVISOR

1. Is responsible for student's orientation to the program, the staff, and for helping the student understand the supervisor's job as it relates to the agency.
2. Will provide a job description to the student prior to the internship.
3. Will establish a schedule of experiences for the student prior to the internship. The minimum requirement consists of a weekly outline highlighting major events of each week.
4. Will evaluate the work of the student in a constructive, objective and tactful way
5. Complete a mid- and final evaluation, with comments, and submit it to the Faculty supervisor.
6. Will require the highest standards in performance of all internship work. Where serious issues arise, the Agency Supervisor will contact the Faculty supervisor for informational purposes and for assistance.

FACULTY SUPERVISOR

1. Assist intern students and placement site by providing appropriate materials and processing internship paperwork and requests.
2. Visit intern at least once, if long distance, telephone intern in lieu of visit.
3. Telephone intern/agency supervisor at least once (twice if long distance).
4. Electronic communication (email, blackboard) as needed throughout the internship experience.
5. Assign grades based on intern assignments, performance, and supervisor input.
6. Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges to assist with career and educational opportunities.

Blackboard Portfolio Requirements:

At the end of the semester, you are required to submit an extensive portfolio of your experience via Blackboard. Your grade comes from both your on-site supervisor's evaluation of you and from your portfolio. You need to put a great deal of effort into your portfolio and ensure that you clearly validate your experience and how it has further established your realistic goal to pursue your career choice or how it has directed you in a positive manner toward some career path. Each of the assigned documents in the portfolio need to look very professional and organized

Instructions for CREATING and SHARING a portfolio in Blackboard. The instructional videos are available on Blackboard. Please view the tutorials and follow the instructions for creating and sharing your portfolio. Please keep in mind that the links may be updated by WKU IT and may look different from one semester to the next. You will need to ensure you are using the most current tutorial according to the Blackboard update. The recent update is for Blackboard upgrade 2015.

<https://asaweb2.wku.edu/atech/trainingsite/index.php?fuseaction=calendar.tutorials>

It should include a log of your hours, a weekly journal, evidence/documentation of anything in which you participated, programs you designed, classes you taught, activities that went on during your time there, etc. Including pictures and video is required. Also, it must include a two-page or more paper from you summarizing your experience, i.e. why you chose that particular practicum site, what you liked/disliked, what you learned, whether that particular type of job still interests you as a potential career path, etc.

Instructions for what to include in the portfolio. Follow the instructions from the portfolio wizard.

1. Title. (Your name, practicum, and semester) i.e. Mark Schafer Practicum Spring 201?
2. Design. Make the design the way you would like. Put a great deal of effort in to make it look professional and organized.
3. Portfolio Welcome. In this section, please include the name of the facility. Please include the name, address, phone number, and e-mail address of your supervisor.
4. Add content. Include Microsoft word, excel, or PowerPoint documents as well as pictures and video.

Include the documents listed below.

- Resume (Research the various resume templates and create a well-organized resume that represents your academic and professional experience. You will continue to update your resume throughout your academic and professional career)
- Log of your hours. (word or excel document)
- Weekly journal. Give specific details of each week and what you have learned and what you able to experience by observing. Include the good the bad and the ugly... You are there to observe and to get a better idea of the day to day responsibilities of the career you are observing.
- Evidence/documentation of anything in which you participated, programs you designed, classes you taught, activities that went on during your time at the practicum site. Include pictures, video, scanned in documents etc. Add as much as you would like. Examples include: pictures* and video of the facility, pictures of you performing your responsibilities, video interview of your supervisor or clients, treatment plans, brochures, exercise prescriptions, etc.
*If you have multiple pictures. Please place the pictures on PowerPoint slides. Pictures can then be viewed as a slide show.
- Include a two-page or more paper summarizing your experience, i.e. why you chose that

particular site, what you liked/disliked, what you learned, whether that particular type of job still interests you as a potential career path, etc.

- Add any internet links that serve as a resource or interest to your site.

Follow the instructions of the portfolio wizard to 1). create your portfolio and 2). make it available to the instructor of the course or your section of the course. You will use your instructor's username and it will be listed on Blackboard and the syllabus. If you have any issues with the portfolio, contact the IT department.

APPENDIX

EXERCISE SCIENCE PROGRAM WESTERN KENTUCKY UNIVERSITY **FORM 1**
INTERN/AGENCY/FACULTY SUPERVISOR CONTRACT

Give a copy of the completed contract to your Agency Supervisor and your Faculty supervisor. Maintain a copy for your records.

The following contractual items between _____ and _____
(Internship Student) (Agency Supervisor) representing
_____, and _____ of the WKU Exercise Science
program, constitutes a binding contract for the Internship during the _____ semester to fulfill 300 professional
service hours.

I. Agency Supervisor responsibilities:

- Sign off on Bi-weekly Discussion Forums
- Complete the “Student Midterm Performance Appraisal”
- Complete the “Student Final Performance Appraisal” (1 week prior to Internship’s end)
- Help formulate idea for Internship Project (and grade the project when completed)
- Meet with the Faculty supervisor as needed.

II. Agency responsibilities to Internship Student:

- The personal growth and development of Internship Student is the primary consideration.
- Expose the student to as many administrative areas of the Agency as possible.
- Allow attendance at staff and board meetings when appropriate.

III. Status of the Internship Student:

- Classified as an “Internship Student.”
- Has status of professional staff member.

IV. Requirements of the Internship Student:

- Strive to become familiar with the total operation of the Agency through discussion, observation, and evaluation.
- Represent Western Kentucky University and the Agency in a professional manner at all times.
- Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Handbook.

V. Faculty supervisor responsibilities to Internship Student:

- Supervise arrangements for and give final approval of the Internship assignment.
- Maintain open communication with the Internship Student and Agency Supervisor on all matters pertaining to the Internship.
- Make contact as needed to monitor student’s progress.
- Carefully evaluate all internship documentation and determine the final grade for the Internship Student.

The Internship requirements of Western Kentucky University will be adhered to – and in such cases in which disagreement arise in regards to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the Faculty supervisor, the Internship Student, and the Agency Supervisor. Realizing this is a contractual guide and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

Date Internship Student

Date Agency Supervisor

